

5 November 2020

## Consultant for Knowledge Management

*AFEW International* is seeking for a consultant in strategic knowledge management and experience in gathering and structuring relevant data.

Location: Amsterdam  
Time involvement: 8 Days  
When: 22 November – 23 December 2020  
Language: English

*AFEW International* is an organisation aimed at connecting civil society in Eastern Europe and Central Asia (EECA) engaged in public health with civil society and institutions in Western Europe. In a rapidly changing global health and geopolitical landscape, *AFEW International* is now exploring new directions.

An important step towards the new directions will be aggregating data, information and knowledge on core themes and contextual issues that are (or may become) relevant for *AFEW International*, and finding efficient ways of managing and using this data together with the information and knowledge already collected at this moment.

At present *AFEW International* has developed White Papers, publications and reports based on project and studies; it is continuously updating knowledge and information related to its scope of work. A recent survey and session with an external advisor demonstrated a need for a clear knowledge management structure for storing, filing, administering and digesting knowledge and information.

**AFEW International is seeking a consultant who can support the process of digesting, managing and helping structure an effective use of the collected and existing information.**

Terms of reference:

The consultant will help

- To understand what data and information is relevant and why;
- To structure the knowledge and information in such a way that it is easily usable;
- To develop a procedure and build a structure that is easily accessible and logical;
- To set up a correct and intuitive filing system;
- To create an environment for learning, exchanging and digesting of knowledge.

Outputs:

- A filing system that is easy accessible and understandable
- A well described process and structure for knowledge management
- A plan for the creation of a learning environment
- A training for staff as an introduction to knowledge management

**About *AFEW International***



*AFEW International's* work in advocating inclusive public health contributes to a healthy society, working with and for key populations at risk for HIV, tuberculosis, viral hepatitis and other public health concerns in Eastern Europe and Central Asia (EECA.) By providing support and empowering communities and non-governmental organisations in EECA, we contribute to better access to good quality health services for all, including the people whose access is denied due to stigma and discrimination on grounds of gender, gender identity, age, sexual orientation and lifestyle.

*Based on 20-year working experience in the region, AFEW* has already built extensive knowledge, expertise and networks in Eastern Europe and Central Asia. The mission of the organisation is to increase access to prevention, treatment and care for the most vulnerable groups within society. *AFEW International* works in close collaboration with international (mostly European), EECA regional and in-country partners, co-creating the best international practices and innovations to EECA in a practical applicable way.

*AFEW International and its partners in the AFEW Partnership* have a unique position as an Eastern European and Central Asian regional network in public health. *AFEW* recognizes diversity, strengthens regional solidarity, shares its knowledge and mobilizes communities to fulfil their rights.

*AFEW International* coordinates the *AFEW Partnership*, a partnership of the independent NGOs *AFEW-Kazakhstan, AFEW-Kyrgyzstan, AFEW-Russia, AFEW-Ukraine* and *AFEW International* with its office in Amsterdam. *AFEW Partnership* has developed a Theory of Change on which all members base their strategic plans. *AFEW Partnership* is led by a steering committee chaired by the director of *AFEW International*. The partnership exists for 5 years and is continuously developing towards meaningful and equal collaboration.